

**WATER, ELECTRIC, GAS AND SEWER
ANNUAL REPORT SYSTEM
Instructions for Installing Release Version 3.04C (complete)**

If you already have a year 2001 annual report in your system and want to use it to populate the first-of-year values in your 2002 report, you must export it from your existing system before installing the new program.

Note: before you proceed, you may wish to look at more detailed installation instructions. After you unzip the program files, these are available in the directory you unzipped to, as Installation Instructions.pdf and readme.txt.

Click the Start menu and select Run. Key in the drive and location where setup.exe was unzipped to (for example: **C:\PSC\WEGSARS3\INSTALL\setup.exe**), click **OK**, and follow the instructions on the screen.

If the installation program detects that you have a database already installed, it will ask during the course of the install if you want to retain the existing database or if you want to replace it.

If this was a new installation of WEGSARS, or if you selected "Replace Database," there will be no annual reports in your system when you first run it. *You must import your 2001 report before you create a new 2002 report* if you wish to carry forward end-of-year values from the 2001 report into the 2002 report. To do this, click on the File menu and select Import Database. Click on the Select File button and select the location where you have saved your 2001 report.

The PSC can provide the 2001 export files by e-mail. Please contact the help desk at arhelp@psc.state.wi.us for assistance.

Database Driver Errors

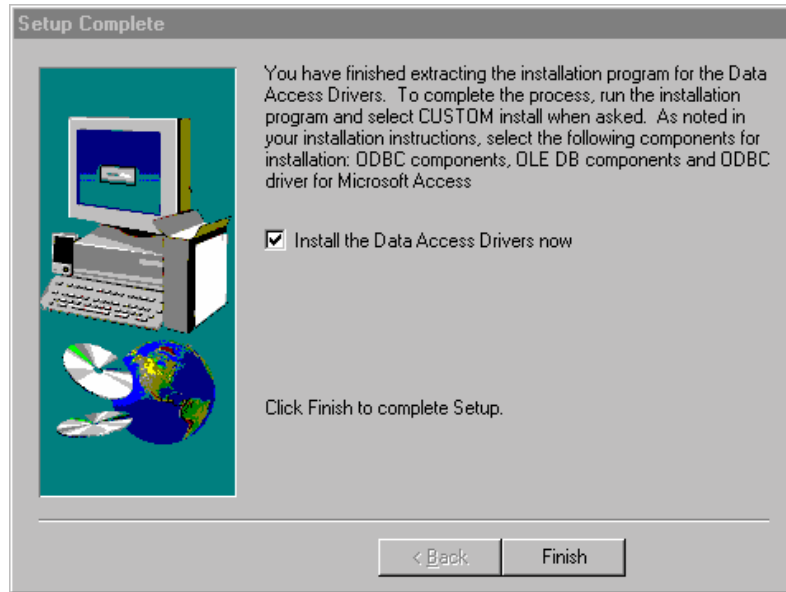
After you install and try to run the system, you may immediately get an error message such as "Could not connect to the [Utility Name File] database..." followed by a Database Transaction Warning "Database transaction information not available." If this happens, one possible solution is to exit the WEGSARS system and install the Data Access Drivers. *Note: If you are using the **Windows XP** operating system, this does not apply.* If you are using Windows XP and you get a database connection error, or if you try the following and still get database connection errors, please call the PSC Annual Report helpdesk and we will try to assist you in solving the problem.

Data Access Driver Installation

Do not install the Data Access Drivers unless you are experiencing database connection errors and you are not running Windows XP.

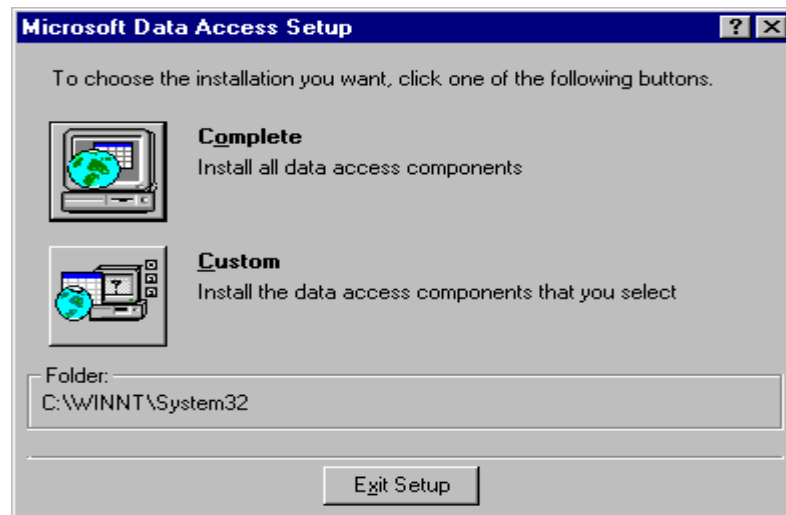
1. Exit any programs that are running.

Click the Start menu and select Run. Key in the drive and location where mdacfull.exe was downloaded to, click **OK**, and follow the instructions on the screen.



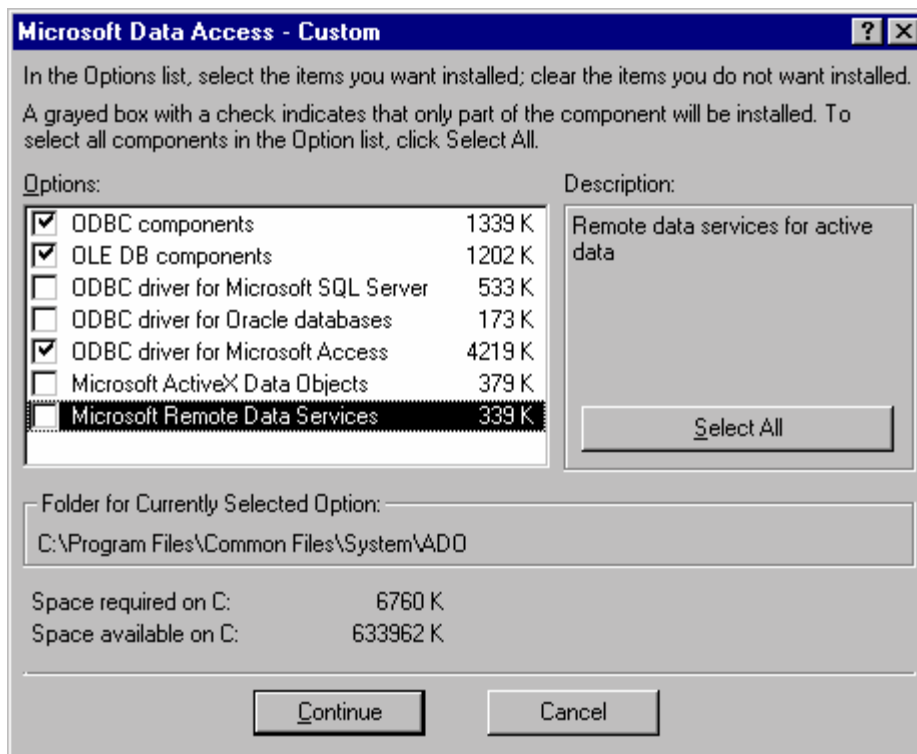
Make sure that “Install the Data Access Drivers now” is checked and select Finish.

2. The Microsoft Data Access dialog box will display a license agreement. Click the Yes button.
3. The proper files will be extracted from the install file. When finished, click the Continue button.
4. The Microsoft Data Access Setup dialog box will be displayed:



Press the button next to “Custom.”

5. The Microsoft Data Access – Custom screen will be displayed:



Uncheck the boxes (click on the box) for these components (you don't need to install them):

- ODBC driver for Microsoft SQL Server
- ODBC driver for Oracle databases
- Microsoft ActiveX Data Objects
- Microsoft Remote Data Services

The following components should have a checkmark in the box (you need to install these):

- ODBC components
- OLE DB components
- ODBC driver for Microsoft Access

6. Click the Continue button. The setup program will install the appropriate files to your Windows system directory. Click the OK button when the process has completed.

7. Restart Windows to complete the installation.